



## TEXAS HOUSE OF REPRESENTATIVES

### INTERNAL AND EXTERNAL JOB POSTING

#### SUPERVISOR

(Two positions)

**SUMMARY:** Performs somewhat complex clerical and routine supervisory work which follows standardized procedures in the House Sergeant-at-Arms' office. All work performed under the direct supervision of the House Sergeant-at-Arms.

#### **ESSENTIAL JOB DUTIES:**

- Responsible for assigning work to employees, reviewing completed work for accuracy, and training employees.
- Responsible for the retrieval, confidentiality, record-keeping, and routing of important agency documents. Maintains records of work produced.
- Works under supervision and in accordance with established procedures. Assignments are received either orally or in writing. Decisions involving policy or change in procedure are referred to a supervisor. Work is subject to review for accuracy and compliance with procedures while in the process and in final form.
- Performs other duties as assigned.

**EDUCATION & EXPERIENCE:** Graduation from high school or equivalent. Graduation from an accredited college is generally preferred. Education and experience may be substituted one for another. Should have experience in general office operations and procedures of the Sergeant's office. Should have experience in the operation of identification equipment, copiers, fax machines, and other related equipment.

**KNOWLEDGE, SKILLS & ABILITIES:** Skill in the use of computer, applicable software and desktop applications. Ability to maintain supplies needed in the operation of this equipment. Ability to understand and follow oral and written instructions and to work under the pressures of time constraints and priority situations. General knowledge of state government policies and procedures preferred, but not required. Ability to interact on a professional level and work effectively with legislators, legislative staff, and the general public. Must be able to work in fast-paced and rapidly changing environment. Must be able to meet strict deadlines. Must have flexibility to work extended hours and weekends as required. Must adhere to department dress code and demonstrate the ability to follow all policies and procedures as set forth in the Personnel Manual.

#### **GENERAL SALARY INFORMATION:**

SALARY RANGE: \$2,483.00 per month. Two positions available.  
OPENING DATE: September 3, 2020  
CLOSING DATE: Until Filled  
APPLY TO: Texas House of Representatives

To be considered an applicant for this position, you must complete a Texas House of Representatives application. Applications may be found at: <https://house.texas.gov/resources/employment/>.

#### **Mail employment application(s) and resume(s) to:**

Texas House of Representatives  
Payroll/ Personnel Department  
PO Box 2910  
Austin, Texas 78768

Please Note: Only applicants scheduled for an interview will be contacted. The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.